

*****If the sample text below does not reflect your situation, do not copy it,
as you would be providing inaccurate information.
Instead, speak to your [ISO advisor](#) about how to proceed. *****

Date

**RE: Application to Extend my CAQ
 Exemption from Program Limits and Supporting Documents
 Application Number:
 File Number:**

Dear Madam or Sir,

I am applying to extend my CAQ to pursue my current study program at the same educational institution and at the same level of study.

Attached you will find a recent official letter from the Registrar's office showing that I have been pursuing a *[enter name of degree and not the concentration here, i.e., Bachelor of Arts, Master of Engineering, Doctoral degree, etc.]* at Concordia University since *[enter semester you started your studies, i.e., Fall 2024]*. As you can also see from the official letter from the Registrar, I am enrolled in the upcoming term and, as indicated in the curriculum evaluation enclosed, I am expected to finish my current study program at the same level at Concordia on *[enter date]* *[if you are thesis-based, you would instead be referring to your supervisor's letter]*.

As such, I am extending my CAQ for my current study program at the same educational institution and same level of study, and I am attaching the following documents as proof thereof:

- Official Letter of Enrollment from the Registrar
- Curriculum Evaluation Confirming End Date *[if you are thesis-based, you would be referring instead to your supervisor's letter]*
- Current CAQ
- Current study permit

Thank you for your time and consideration,

[Student signature]

[Student Name]